

## Personal Care Home Program Training Information for 2006

The information on Personal Care Home Training for 2006 is divided into three parts... Part **I** gives some basic information about the workshop **topics**, the length of the workshops, the dates and cities the workshops will be presented and **REGISTRATION** information. Part **II** gives a **table** with the date, topic, and location of each workshop. Part **III** gives **directions** to each location. **REGISTRATION:** Registration will be from 8:00 am till 9:00 on each day of the training with one exception which will be noted. Separate registration and registration fees will be required for each DAY of training, not for each topic. Registration is based on a first come basis and some locations will have limited space.

**I.** Here are the **topics** that will be presented at various locations throughout the year....

### "Personal Care Home Rules and Regulations"

This is a six-hour workshop that gives an overview of the rules and regulations that govern Personal Care Homes, Chapter 290-5-35. This training is appropriate for any licensed PCH. Specific "quality of care" issues will be addressed. Personal Care Home Rules and Regulations training will be offered on June 15 in Decatur and September 07 in Savannah.

NOTE: The class in Atlanta will be limited to a maximum of 50 participants.

### "The Survey Process"

This is a six-hour workshop that gives an overview of the various surveys performed by ORS. Recommendations on how the personal care home can prepare for the survey and pass the inspection with flying colors! There will also be general discussion on problem-solving and resolution regarding deficiencies cited. This workshop will be offered on April 20 in Albany, and June 07 in Augusta.

### "Documentation Requirements"

This is a six-hour workshop that focuses on the record-keeping requirements for personal care homes and the relationship of documentation to resident care. Topics include admission agreements, policies and procedures, disaster preparedness plans, resident and staff files, medications, etc. This workshop will also cover many of the rules that relate to specific documentation requirements. The workshop will be offered on August 23 in Augusta, and October 19 in Athens.

NOTE: Time for Athens training is 9:00am-5:00pm.

### **"Medication Guidelines"**

This is a six-hour workshop that focuses on medication procedures you are required by regulations to perform and some "Best Practice" recommendations, which if implemented, will provide additional safeguards in the management of medications in the facility. This workshop will be offered on February 23 in Atlanta, June 08 in Augusta 20, and September 06 in Savannah.

### **"Community Living Arrangements"**

This is a six-hour workshop that gives an overview of the rules and regulations for Community Living Arrangements (CLA's), Chapter 290-9-37. This workshop is designed for those providers of residential services that exclusively serve or intend to serve two or more adults who are receiving services authorized or financed by the Division of Mental Health, Developmental Disabilities, and Addictive Diseases (MHDDAD). A Community Living Arrangement is defined as a residence that provides personal services, supports, care, or treatment exclusively for two or more adults who are not related to the owner or administrator by blood or marriage and whose residential services are financially supported, in part or in part, by funds designated through the Department of Human Resources, Division of Mental Health, Developmental Disabilities and Addictive Diseases (MHDDAD). This workshop will be offered on October 12 in Decatur.

### **"Common Rule Violations"**

This is a four-hour workshop that gives an overview of the violations cited most frequently in licensed Personal Care Homes in 2005 and a discussion of ways to correct violations or remain in compliance. This workshop will be offered on July 20 in Atlanta.

NOTE: This class will be limited to a maximum of 50 participants.

### **"Training for New Providers"**

This is a six-hour workshop that is designed specifically for persons in preparation for becoming Personal Care Home providers. There will be a review and discussion of the application process as well as an overview of the Rules and Regulations that govern Personal Care Homes, Chapter 290-5-35. There will be an intensive overview of developing the Policies and Procedures, the Disaster Preparedness Plan, and the Admissions Agreement. This workshop may also be appropriate for staff that have not previously worked in the personal care home setting. This training will be offered on February 22 in Atlanta, July 19 in Atlanta and, October 18 in Athens.

NOTE: The class in Atlanta will be limited to a maximum of 50 participants.

The class time for the Athens location will be 9:00am-5:00pm.

### **"Enforcement"**

This is a four-hour course that is designed to provide a complete overview of enforcement rules, penalties and procedures with a focus on ways to prevent and minimize enforcement action. This class will be offered on July 20 in Atlanta.

NOTE: This class will be limited to a maximum of 50 participants.

### **"Managing Changes in Conditions"**

This is a six-hour course that will focus on recognizing changes in the health status of residents and responding appropriately to obtain needed care. An overview of specific health care issues will be addressed. Topics of discussion will include Alzheimer's Care, Hospice Residents, Diabetes Management, Memory Impairment, Glucose Management, and Dietary Management. This workshop will be offered on April 19 in Atlanta, and August 24 in Augusta.

## TO REGISTER

You may download a registration form on line at [www.ors.dhr.georgia.gov](http://www.ors.dhr.georgia.gov) and

1. fax the completed form to 404-657-3655, or
2. bring the completed form to the training site on the day of training, or
3. complete a form at the training site on the day of the training.

Pre-registration is not required. Faxing your registration form does not guarantee space. Entrance into the training is on a first come basis.

Registration on the day of the training is from 8:00 a.m. to 9:00 a.m. except in the Athens location. Space may be limited in some locations, so plan to be at the training site early (see training information for specifics).

Training is from 9:00 a.m. to 4:30 p.m. each day except in the Athens location.

Participants will receive a certificate for six (6) hours of continuing education at the END of each day.

There are NO provisions made for certificates for those who do not attend the entire day of training.

### Cost

Cost is \$ 20.00 per day per person in attendance, to cover the cost of handouts. Only CHECKS or MONEY ORDERS, please. Make your CHECKS/MONEY ORDERS Payable to DHR.

### NOTE

You can obtain additional information  
about ORS training online at  
[www.ors.dhr.georgia.gov](http://www.ors.dhr.georgia.gov).

II. Here's a **table** giving an **overview** of the topics and places for training....

<b>DATES</b>	<b>TOPIC(S)</b>	<b>PLACES</b>
Feb. 22	Training for New Providers	2 Peachtree Street, Room 240, 3 <sup>rd</sup> Floor <a href="#">Atlanta</a>
Feb. 23	Medication Guidelines	
April 19	Managing Changes in Conditions	DHR Building 200 Oglethorpe Boulevard <a href="#">Albany</a>
April 20	The Survey Process	
June 07	The Survey Process	Augusta Technical College 3200 Augusta Tech Drive <a href="#">Augusta</a>
June 08	Medication Guidelines	
June 15	PCH Rules and Regulations	Maloof Government Center 1300 Commerce Drive <a href="#">Decatur</a>
July 19	Training for New Providers	2 Peachtree Street Room 240, 3 <sup>rd</sup> Floor <a href="#">Atlanta</a>
July 20	Common Rule Violations Enforcement	
Aug. 23	Documentation Requirements	Augusta Technical College 3200 Augusta Tech Drive <a href="#">Augusta</a>
Aug. 24	Managing Changes in Conditions	
Sept. 06	Medication Guidelines	Savannah Technical College 5717 White Bluff Road <a href="#">Savannah</a>
Sept. 07	PCH Rules and Regulations	
Oct. 12	Community Living Arrangements	Maloof Government Center 1300 Commerce Drive <a href="#">Decatur</a>
Oct. 18	Training for New Providers	Baxter Street Library 2025 Baxter Street <a href="#">Athens</a>
Oct. 19	Documentation Requirements	

**III.** Here are **directions** to the training locations.... Please NOTE that while we have made every effort to provide clear directions, we urge you nevertheless to use only as a travel guide. There may be possible changes based on road construction.

**Albany:**

DHR Building  
200 Oglethorpe Boulevard  
Albany, Georgia

From Atlanta, travel I-85 S/I-75 S. Merge onto I-75 S. Take the I-475 S exit- exit #177- towards Valdosta. Merge onto I-475 S. Take the I-75 S/GA-401 S exit. Merge onto I-75 S. Take the GA-300/GA-FLA PKWY exit-exit # 99- towards Albany. Turn RIGHT onto GA-300S. Take the US-19 S/GA-300 S/GA-3 S ramp. Merge onto US-19 S. Take the US-82-BR W/US-19-BR N/OGLETHORPE BLVD. /GA-520-BR W exit towards Downtown. Merge onto US-19 BR N/US-82 BR W/GA-62 W. Turn RIGHT onto GA-133.

From Macon, travel to I-75 S. Travel to the GA-300/GA-FLA PKWY exit-exit number 99- towards Albany. From this point, follow the same directions noted above.

From Rome, travel North on US-27 N/GA-1 N towards GA-293 E. Turn left onto Ga-293 W. Turn left onto US-27 S/GA-1 S. US-27 S/GA-1 S becomes US-27 S/GA-1 S/GA-53 S. Turn SLIGHT LEFT to take the US-411/GA-20 ramp towards Cartersville/Atlanta. Merge onto US-411 N. Take the US-41 S/GA-20 E/US-411 N ramp towards Atlanta/Cartersville. Take the US-411/GA-20 ramp towards Fairmount/Canton. Keep LEFT at the fork in the ramp. Turn LEFT onto US-411. Turn RIGHT onto GA-20 E. Take the I-75 S/GA-401 S ramp. Merge onto I-75 S. Take the I-475 S exit- exit #177- towards Valdosta. From this point, follow directions noted from Atlanta.

From Savannah, travel I-16 W. Take the GA-96 exit number 24- towards Jeffersonville/Tarversville. Turn left onto GA-96. Turn LEFT to take the I-75 S ramp. Merge onto I-75 S. Take the GA-300/GA-FLA PKWY exit- exit #99- towards Albany. From this point, follow same directions noted from Atlanta.

## **Atlanta:**

**Two Peachtree Street**

**7<sup>th</sup> Floor**

**Atlanta, Georgia**

**From the north: Take I-75/85 South to Exit #248A (Capitol Avenue). Turn right onto Martin Luther King Jr. Drive and go to the 6th traffic light. Turn right onto Peachtree Street. Go 2 blocks and turn right onto Wall Street and then immediately turn left into the PARKING DECK. Park and then return to Wall Street. Turn right to face Peachtree Street and the main entrance to Two Peachtree Building. Cross Peachtree Street and enter the building. Stop at the Security Desk for a pass and directions to the training room.**

**From the south: Take I-75/85 North to Exit #246 (Fulton Street/Central Avenue). Follow Central Avenue to the 5th traffic light. Turn left onto Martin Luther King Jr. Drive. Go 2 blocks and turn right onto Peachtree Street. Go 2 blocks and turn right onto Wall Street. Immediately turn left into the PARKING DECK. Park and return to Wall Street. Turn right to face Peachtree Street and the main entrance to Two Peachtree Building. Cross Peachtree Street and enter the building. Stop at the Security Desk for a pass and directions to the training room.**

**From the east: Take I-20 West to Exit #58A (Capitol Avenue). Turn right onto Capitol Avenue and continue until the intersection with Martin Luther King Jr. Drive (at this point Capitol becomes Piedmont Avenue). Turn left onto Martin Luther King Jr. Drive and go 5 traffic lights. Turn right onto Peachtree Street. Go 2 blocks and turn right onto Wall Street. Immediately turn left into the PARKING DECK. Park and return to Wall Street. Turn right to face Peachtree Street and the main entrance to Two Peachtree Building. Cross Peachtree Street and enter the building. Stop at the Security Desk for a pass and directions to the training room.**

**From the west Take I-20 East to Exit #56B (Windsor/Spring Street). Go to the 3rd traffic light and turn left onto Central Avenue. Follow Central Avenue to the 5th traffic light. Turn left onto Martin Luther King Jr. Drive. Go 2 blocks and turn right onto Peachtree Street. Go 2 blocks and turn right onto Wall Street. Immediately turn left into the PARKING DECK. Park and return to Wall Street. Turn right to**



face Peachtree Street and the main entrance to Two Peachtree Building. Cross Peachtree Street and enter the building. Stop at the Security Desk for a pass and directions to the training room.

Parking: There are several parking lots within walking distance of 2 Peachtree Street. Costs vary by parking lot; however plan for an excess of \$6.50 for the day.

OR take MARTA from any direction to the Five Points MARTA Station. Exit the MARTA Station on Peachtree Street [NOT Forsyth Street] side. Turn left outside the MARTA Station and walk approximately one block. The Two Peachtree Street Building is on the left. Enter and stop at the Security Desk for a pass and directions to the training room.

### **Augusta:**

Augusta Tech  
3200 Augusta Tech Drive  
Augusta, Georgia

From I-20, take the Bobbie Jones Expressway East, Exit 5B (I-520), in Augusta. Travel to Deans Bridge Road. At the first red light, make a RIGHT turn onto Augusta Tech Drive. The training will be held in Jack B. Patrick Information Technology Center. Free parking is near the building. Phone number is (706) 771-4000.

### **Decatur:**

Manual Maloof Administration Building and Auditorium  
1300 Commerce Drive  
Decatur, Georgia 30030

From West: Take I-20 East to Candler Road. Exit #65. Exit at Candler Road, turn left and follow Candler Road (Past Memorial Drive) to East College Avenue. Continue across East College Avenue and railroad tracks to East Trinity Place; go to 2nd traffic light to North McDonough Street. The 9-story white marble building on your right will be the Courthouse. Continue to the next traffic light to Commerce Drive. The 4-story building on your left will be the Callaway Building. Turn Right



onto Commerce Drive, then left onto Swanton Way. The Maloof Building and Auditorium is the 6-story red building on your left.

**From East:** Take I-20 East to Candler Road, Exit #65. Exit at Candler Road. Turn right and follow Candler Road (Past Memorial Drive) to East College Avenue. Continue Across East College Avenue and railroad tracks to East Trinity Place. Go to the 2nd traffic light to North McDonough Street. The 9-story marble building on your right will be the Courthouse. Continue to the next traffic light to Commerce Drive. The 4-story building on your left will be the Callaway Building. Turn right onto Commerce Drive, then left onto Swanton Way. The Maloof Building and Auditorium is the 6-story red building on your left.

**From North:** Take I-85 to Clairmont Road Exit #91. Turn left onto Clairmont. Follow Clairmont Road to Commerce Drive. Turn right onto Commerce Drive. Go to the 2nd traffic light at Swanton Way and the 6-story red story brick building on your right is the Maloof Center and Auditorium.

**From South:** Take I-285 East to Flat Shoals Road Exit #48. Turn left onto Flat Shoals. Flat Shoals will turn into Candler Road. Continue on Candler Road (Past Memorial Drive to East College Avenue). Continue across East College Avenue and railroad tracks to East Trinity Place. Go to the 2<sup>nd</sup> traffic light to McDonough Street. The 9-story marble building on your right will be the Courthouse. Continue to the next traffic light to Commerce Drive. The 4-story building on your left will be the Callaway Building. Turn Right onto Commerce Drive, then left onto Swanton Way. The Maloof Building and Auditorium is the 6-story red building on your left.

**Parking:** Metered parking is available on the street in front of the Maloof Building. The Callaway Building has an open parking lot. Lastly, there is a Parking Deck at the Corner of East Trinity and Commerce Drive. The cost is between \$2.00 and \$5.00.

## **Savannah**

Savannah Technical College  
5717 White Bluff Road  
Savannah, Georgia

From North: Travel I-75 South. Merge onto I-16E/GA-404E via EXIT 165 on the LEFT toward Savannah. Merge onto GA-21 S via EXIT 164A. Turn RIGHT onto White Bluff Road.

From South: Travel I-75/GA-401 North via the ramp on the LEFT. Take the GA-96 exit-EXIT 142- toward Housers Mill Road. Turn RIGHT onto GA-96. Merge onto I-16 E/GA-404 E. Merge onto GA-21 SOUTH via EXIT 164A. Turn RIGHT onto White Bluff Road.

## **Athens**

Athens Library  
Auditorium  
2025 Baxter Street  
Athens, Georgia

From Atlanta: Travel I-85 N GA-403N via the ramp on the LEFT. Take GA-316 E toward Lawrenceville/Athens. Merge onto Epps Bridge Parkway. Stay STRAIGHT to go onto US-78 BR E/Atlanta Highway/GA-10E. Continue to follow US-78 BR E/GA-10E. Turn RIGHT onto Alps Road. Turn LEFT on Baxter Street.

From Albany: Travel I-75N/GA-401 N via the ramp on the LEFT. Merge onto I-16 E/GA-404 E via EXIT 165 toward Savannah. Take the US-23/SPRING STREET/US-129/GA-49 exit-Exit 1A-toward Milledgeville. Turn LEFT onto North Avenue/US-129/US-23/GA-11/GA-19/GA-49. Continue to follow US-129N. Turn LEFT onto US-129/GA-44.

Turn LEFT onto US-129/US-441/GA-24/John Marshall Bypass. Continue To follow US-129/US-441/GA-24. Turn RIGHT onto Lions Club Road/Brooks Pennington Memorial Parkway/US-441 Bypass N/US-129

Bypass E/GA-24 Bypass E. Brooks Pennington Memorial Parkway N/US-129 Bypass E/GA-24 Bypass E becomes US-129N/US-441N. Turn SLIGHT RIGHT onto Macon Highway. Turn LEFT onto S. Lumpkin Street. Turn LEFT onto W. Lake Drive. West Lake Drive becomes Alps Road. Turn RIGHT onto Baxter Street.

From Macon: Travel Northwest on Mulberry Street toward Spring Street. Turn SLIGHT RIGHT onto Spring Street/US-41 BR/GA-19. Continue to follow GA-19. Stay straight to go onto North Avenue/US-129/GA-11/GA-49. Continue to follow US-129N.

Turn LEFT onto US-129/GA-44. Turn LEFT onto US-129/US-441/GA-24/John Marshall Bypass. Continue to follow US-129/US-441/GA-24. Turn RIGHT onto Lions Club Road/Brooks Pennington Memorial Parkway/US-441 Bypass N/US-129 Bypass E/GA Bypass E. Continue to follow Brooks Pennington Memorial Parkway/US-441 Bypass N/US-129 Bypass E/GA-24 Bypass E.

Brooks Pennington Memorial Parkway/US-441 Bypass N/US-129 Bypass E/GA-24 Bypass E becomes US-129N/US 441N. Turn SLIGHT RIGHT onto Macon Highway. Turn LEFT onto South Lumpkin Street. Turn LEFT onto West Lake Drive. West Lake Drive becomes Alps Road. Turn RIGHT onto Baxter Street.